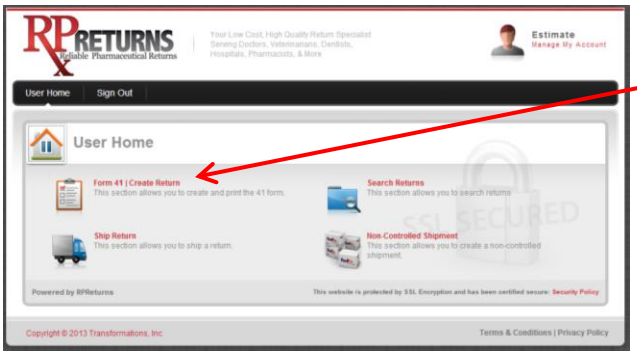
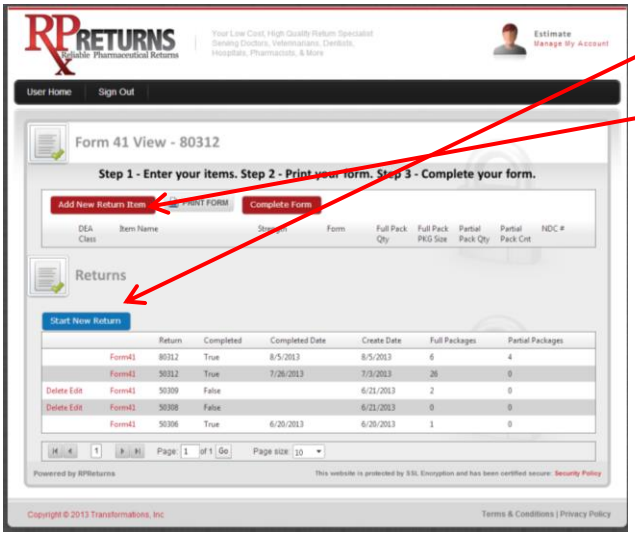
# Entering the DEA CII-V Controlled Substances you have to return

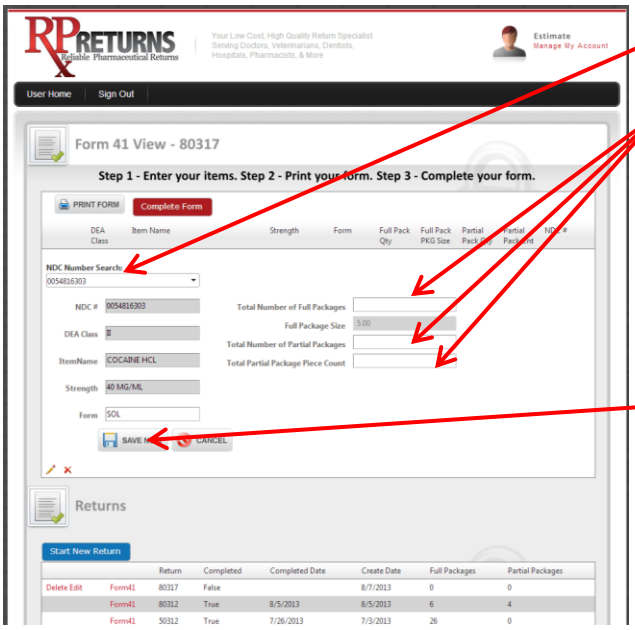



**Step 1:** Click “Form 41/ Create Return”




**Step 2:** Click “Start New Return”

**Step 3:** Click “Add New Return Item”

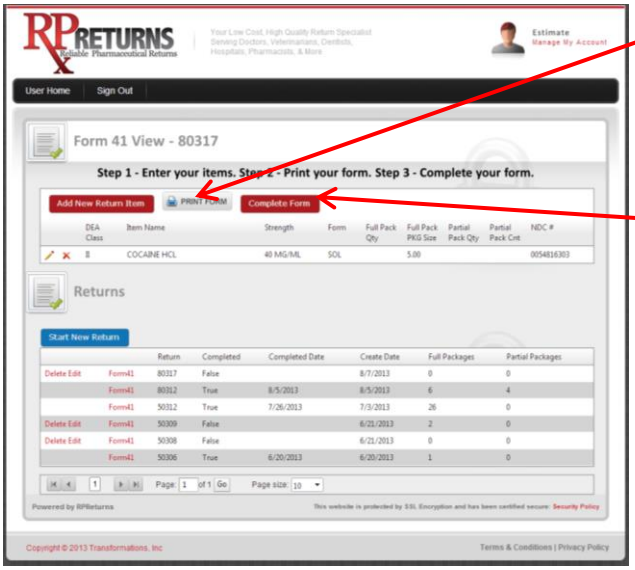



**Step 4:** Enter the NDC# of the drug.

**Step 5:** Enter the full and/ or partial quantities of the drug.

**Note:** If the NDC# you entered is not found you can manually enter the drug’s information in the fields below “NDC Number Search.”

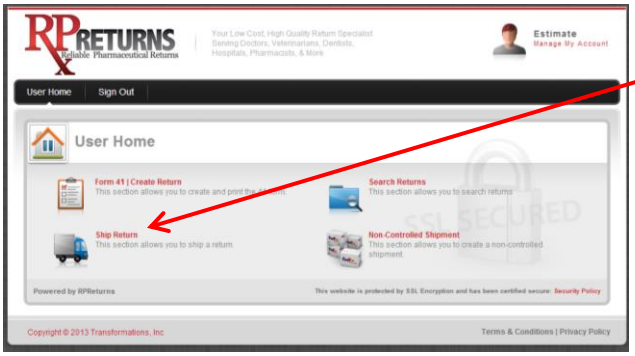
**Step 6:** Click “Save Now” and repeat steps 3, 4, 5 & 6 to add more drugs OR if you are finished adding drugs continue to step 7.



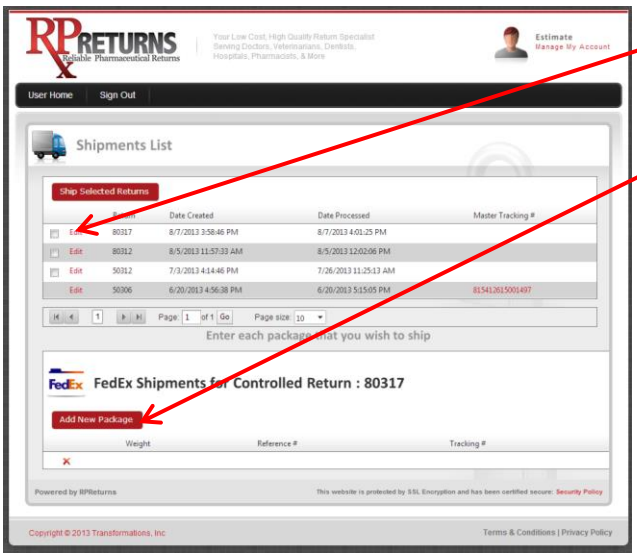

**Step 7:** Click “Print Form” to get a copy of your completed form.

**Step 8:** Click “Complete Form” then return to “User Home” to print the shipping label.

## Shipping the DEA CII-V Controlled Substances you have to return

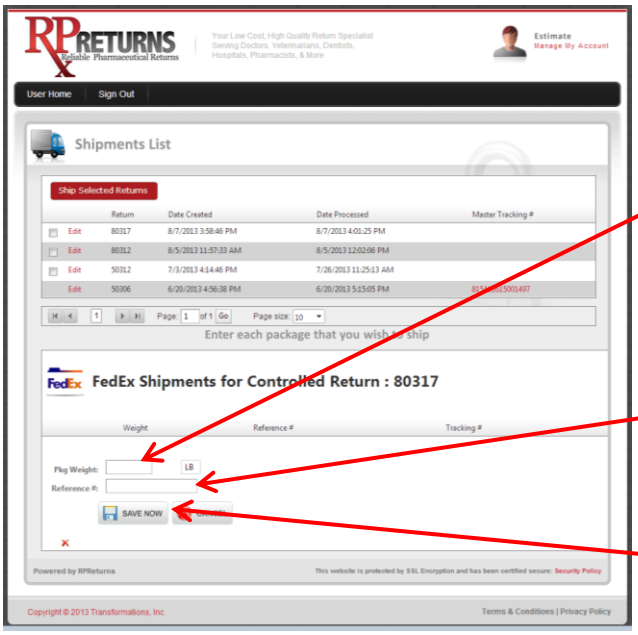



**Step 1:** To print a shipping label to ship your DEA CII-V controlled substances click “Ship Returns.”




**Step 2:** Click “Edit” next to the return # you would like to ship.

**Step 3:** Click “Add New Package”

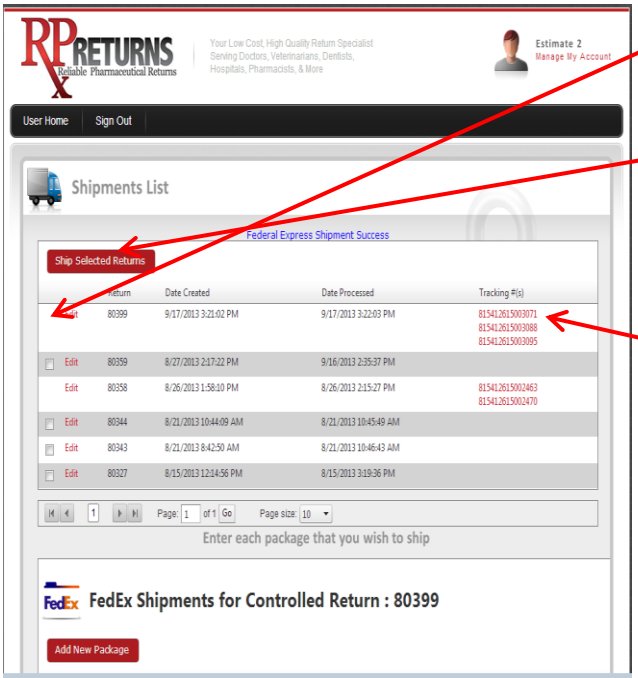



**Step 4:** Enter the package weight.

**Step 5:** If there is a reference number you want to associate with this shipment then you can enter it here.

**Step 6:** Click “Save Now”

**Note:** If your return is contained within multiple boxes repeat steps 3, 4, 5 & 6 until you have entered in all the boxes. Then continue to step 7.

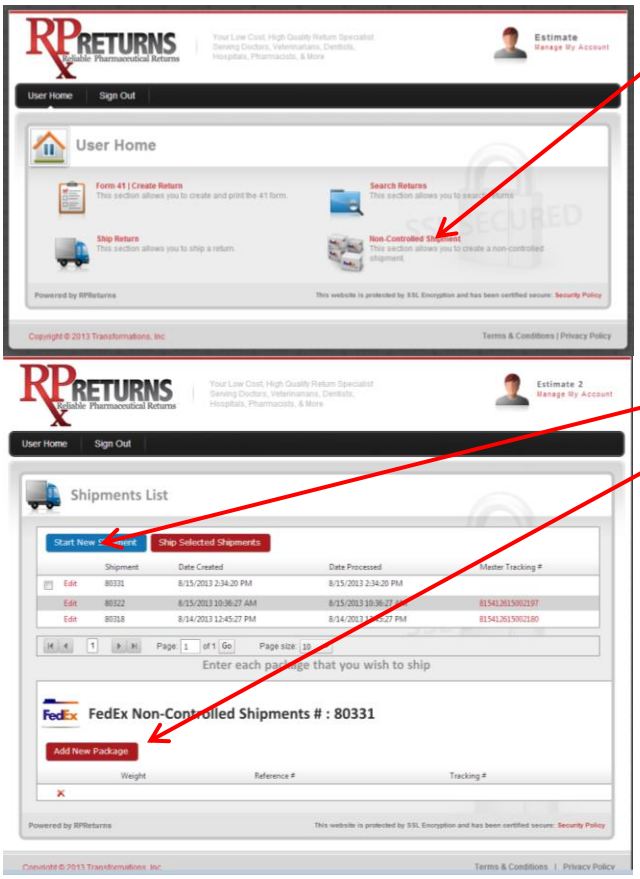



**Step 7:** Click the check box next to the return you are shipping.

**Step 8:** Click “Ship Selected Returns”

**Step 9:** Click the tracking numbers to print your shipping labels.

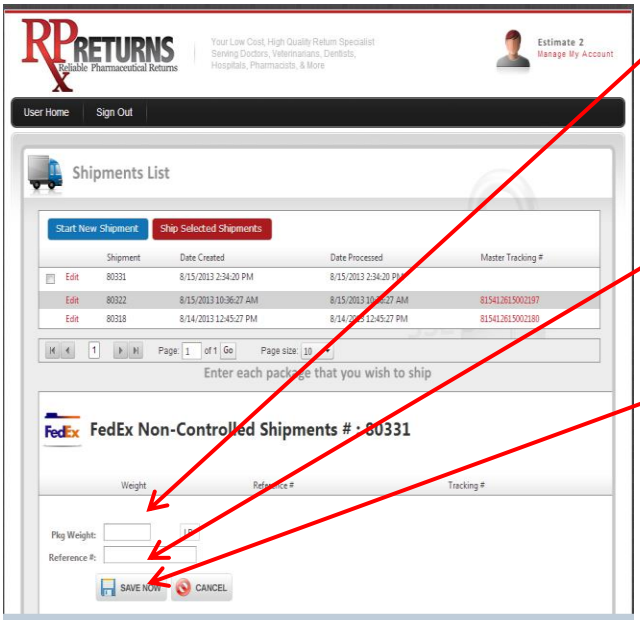
# Printing a Shipping Label for Non- DEA CII-V Returns




**Step 1:** Click “Non Controlled Shipment”

**Step 2:** Click “Start New Shipment”

**Step 3:** Click “Add New Package”

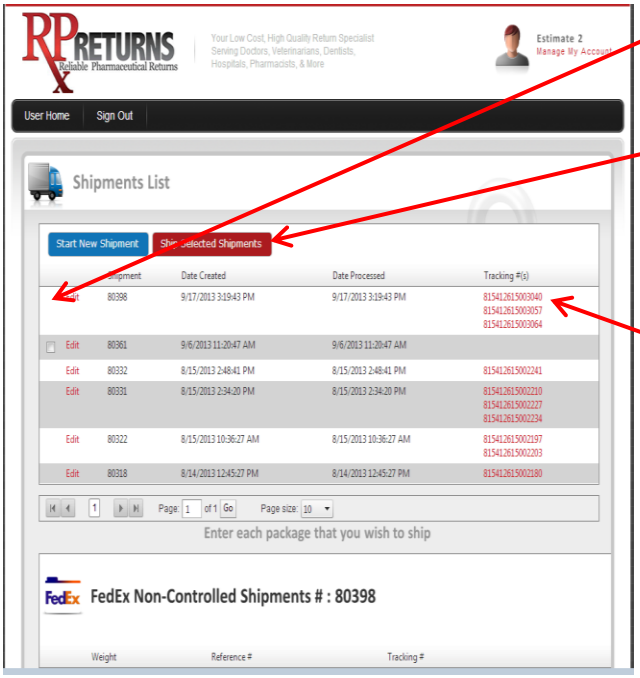



**Step 4:** Enter the package weight.

**Step 5:** If there is a reference number you want to associate with this shipment then you can enter it here.

**Step 6:** Click “Save Now”

**Note:** If your return is contained within multiple boxes repeat steps 3, 4, 5 & 6 until you have entered in all the boxes. Then continue to step 7.

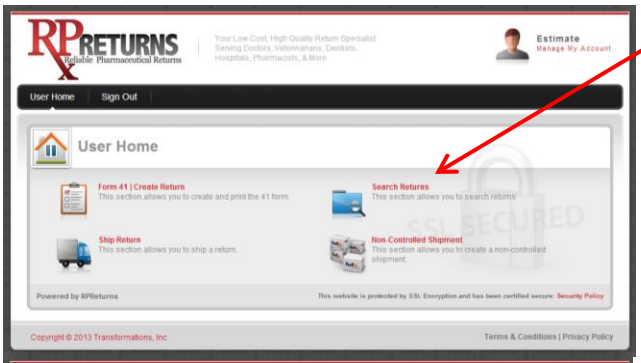



**Step 7:** Click the check box next to the shipment you just created.

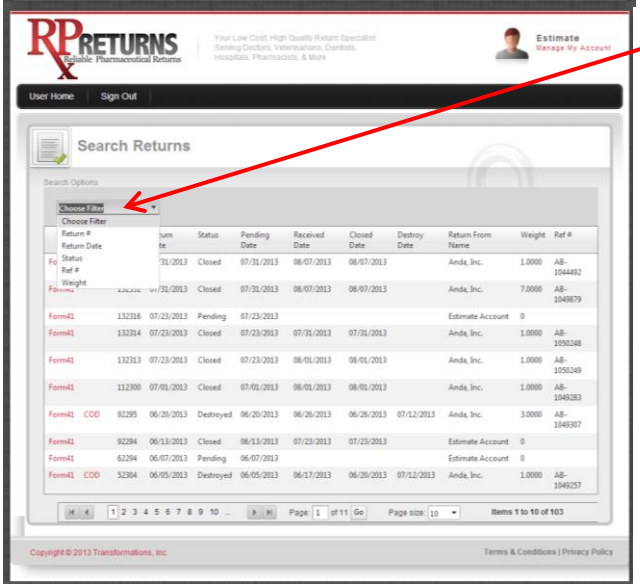
**Step 8:** Click “Ship Selected Shipments”

**Step 9:** Click the tracking numbers to print your shipping labels.

# Searching for Your Previous Returns




**Step 1:** Click “Search Returns”




**Step 2:** This screen shows all your returns to date. You can refine your search here by searching for a specific return #, return date, return status (pending, closed or destroyed), reference number or weight.